

15 APR 1970

**MEMORANDUM FOR: Deputy Director of Personnel for  
Plans and Control  
Deputy Director of Personnel for  
Recruitment and Placement  
Deputy Director of Personnel for  
Special Programs**

**SUBJECT : Career Service Awards' Dinner**

1. As you know, Mr. Houston has been selected as a winner of the National Civil Service League's Career Service Award. The Director of Personnel has requested that the attached information concerning the presentation of the award be sent to you and in turn brought to the attention of employees in your Directorate.

2. Individuals desiring to make reservations for the dinner should send their checks to me by close of business 22 April 1970. Checks should be made payable to "Cash" or to me.

STATINTL

  
Chief, Benefits and Services Division

Att

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STATINTL

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MEMORANDUM FOR: Deputy Director of Personnel for Special Programs  
SUBJECT : Career Service Awards' Dinner

1. As you know, Mr. Houston has been selected as a winner of the National Civil Service League's Career Service Award. Attached is information concerning the presentation of the award (time, place, cost, etc.) for dissemination throughout your directorate.

2. Mr. Wattles looks for a good representation from the Office of Personnel and has expressed particular interest in his Deputies attending. He also asked me to say that you may not delegate this responsibility to your Division Chiefs.

3. I want to take this opportunity to wish you a good time at the dinner and also to advise you that the Credit Union is open daily from 10:00 a.m. - 3:00 p.m.

STATINTL

  
Chief, Benefits and Services Division

Att

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